

FACULTY OF ARCHITECTURE, BUILDING & PLANNING
CORPORATE GOVERNANCE

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1. INTRODUCTION

The Faculty of Architecture, Building & Planning is a single department faculty which incorporates the Melbourne School of Design. This document provides details of the governance framework of the Faculty of Architecture, Building & Planning, as an academic division of the University of Melbourne.

The University of Melbourne Act 2009 defines the mechanisms under which the University operates. The University is accountable to all its stakeholders for the values it upholds, the mission it pursues and the goals and priorities it sets. It must also account for the quality of its policies, programs and academic performance, as well as for the financial well-being of the institution, and for maintaining the highest levels of probity in the conduct of its affairs. The University's governance structure ensures these standards are met.

The University Council is the peak governing body of the University. It approves the establishment of academic divisions and ensures that the appropriate divisional structure and governance arrangements are in place. These structures must include:

- An academic structure which is appropriate to undertake the teaching, research, and other academic functions of the academic divisions
- An appropriate executive structure, to support the Deans as the accountable officers for the academic divisions
- A mechanism for collegial consultation with academic and professional staff on matters pertaining to the academic divisions
- A mechanism for consultation with representatives of students from within the academic division
- A mechanism by which a body, that includes external representatives from graduates, any relevant professional bodies, government agencies and industry partners, has advisory input to the academic division and its executive.

This governance framework will be reviewed by the ABP Faculty Executive Committee every two years.

1.1. Principles of Governance

The basic principles are:

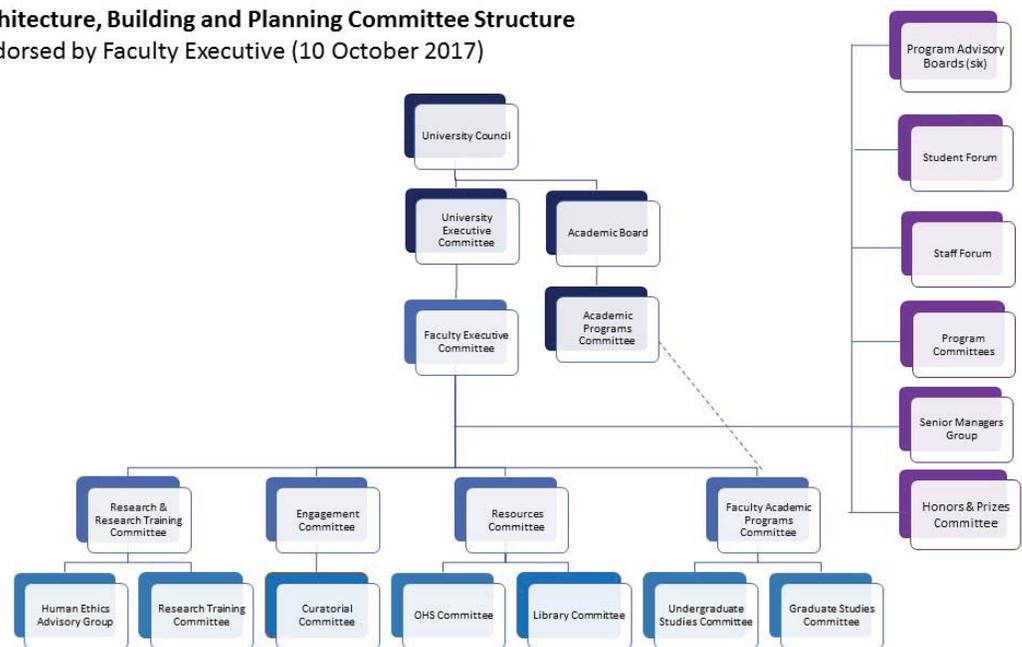
1. The principal management committee for ABP is the Faculty Executive.
2. The Faculty will be governed by four formally constituted sub-committees of the Faculty Executive. These comprise: Faculty Academic Programs Committee, Resources Committee, Engagement Committee and Research & Research Training Committee. The Research Training Committee, Human Ethics Advisory Group, OHS Committee, Library Committee, Curatorial Committee, Graduate Studies Committee and Undergraduate Studies Committees are the only exceptions as they are formally constituted sub-committees of the Faculty Executive. The Program Advisory Boards, Student Forum, Staff Forum, Program Committees, Senior Managers Group, and the Honours & Prizes Committee are advisory bodies to the Faculty Executive Committee.
3. As a custodial Faculty of two undergraduate degrees of the University of Melbourne, the Bachelor of Design Advisory Group reports directly to the Dean while the Bachelor of Environments Course Standing Committee reports directly to the Provost. The Bachelor of Environments is being taught out from 2017.
4. Any groups reporting to the four major governing committees will be constituted as advisory or working groups.
5. The Faculty Academic Programs Committee has accountability to Academic Board on matters pertaining to academic quality assurance.

6. The terms of reference for each committee will reflect published terms of the University's corollary committee to ensure alignment in purpose and delegation and the ABP's Strategic Plan.
7. Staff and student consultation mechanisms are given effect partly within the governance structure itself and partly through other processes and requirements within the university, such as staff consultation on change, consultation of students on change, and a variety of ongoing feedback mechanisms for both students and staff.

2. ABP GOVERNANCE CHART

Draft Faculty of Architecture, Building and Planning Committee Structure

Post feedback & endorsed by Faculty Executive (10 October 2017)



- The Bachelor of Environments Course Standing Committee reports to the Provost with support provided by Faculty Academic Support Office staff. The Bachelor of Environments is being taught out from 2017.
- The Bachelor of Design Advisory Group reports to the Dean.

3. ABP COMMITTEES OF GOVERNANCE

The following act as advisory mechanisms to Faculty Executive Committee:

- Program Advisory Boards: The following Boards comprise of external industry representatives, recent graduate representative, peak professional body representative, current students, program graduate and undergraduate coordinators, the Dean and senior academic staff:
 - Architecture
 - Construction
 - Landscape Architecture
 - Property
 - Urban Design
 - Urban Planning

The Boards meet three to five times per year to provide holistic advice on relevant Programs of the Faculty of Architecture, Building & Planning;

- Student Forum: The Director, Melbourne School of Design with senior academic and professional staff meet monthly between February and November with student representatives to discuss matters of concern to students;

- Staff Forum: The Dean hosts a monthly staff forum for all fixed term and continuing staff to discuss matters of importance to the Faculty and staff;
- Program Committees: The Chair of the Program meets with academic and professional staff connected with the following Program Committees of the Faculty of Architecture, Building & Planning:
 - Architecture
 - Construction
 - Landscape Architecture
 - Property
 - Urban Design
 - Urban Planning

Program Committees meet at least four times per year;

- Senior Managers Group: The Faculty Executive Director meets with Senior Managers weekly to discuss and act upon operational matters; and
- Honours & Prizes Committee: A senior staff member nominated by the Dean convenes meetings of senior academic and professional staff as required to consider and nominate staff or associates for honours and prizes.

Given the above are advisory bodies to the Faculty Executive Committee their Terms of Reference are not outlined in this document.

3.1. Faculty Executive Committee

The Faculty Executive as the principal management committee of the Faculty is responsible for making recommendations directly to the Dean on matters relating to Faculty strategy on teaching and learning, research and research training, engagement activities and the effective allocation of Faculty resources. It oversees finalisation and delivery of the Faculty's strategic plan and preparation of the annual Faculty budget. The Faculty Executive monitors performance against plans and budgets, the Faculty's capital program, HR strategy and major projects.

Terms of Reference

The Faculty Executive provides advice to the Dean on all matters related to the management and administration of ABP, including but not limited to:

- Shaping the strategic direction of the Faculty and ensuring alignment with Growing Esteem;
- Considering the recommendations and reports from the Faculty's committees;
- Planning the budget and reporting against the budget;
- Management of the Faculty's business risks;
- The Faculty's capital program and major projects;
- Ensuring clear guidelines and procedures for staff and students are in place through the ABP local policy framework¹ and that these are consistent with the University's Policy Framework;
- Management policies, procedures and processes in areas including but not limited to:
 - Learning and teaching, including the student experience;
 - Research and research training;
 - Engagement and events (including exhibitions);
 - Staff appointments (including granting of honorary appointments or award nominations arising from recommendations from the Honours & Prizes Committee)
 - Internationalisation;

¹ A framework of rules, regulations, and templates to enable development and maintenance of Faculty policies which are to be approved by Faculty Executive Committee

- Advancement; and
- Administrative structures and functions.

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

1. Prepare an annual budget and forward estimates and recommend these to the annual Planning and Budget Conference;
2. Recommend the Faculty's student profile and set course fees;
3. Recommend other matters as agreed by the Dean and Faculty Executive.

Membership

- **Chair** – Dean (or when the Dean is unavailable, another member nominated by the Dean)
- Faculty Executive Director
- Deputy Dean
- Director, Melbourne School of Design
- Director, Undergraduate Studies
- Associate Dean, Research
- Associate Dean, Engagement

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – for example: the Program Coordinators, Assistant Dean, International, and the Managers of Human Resources and Finance & Planning. The Chair will also extend invitations to call on expertise across University Services and Chancellery as appropriate. All senior managers and program coordinators would be invited to attend and participate in at least two Faculty Executive Committee meetings per annum.

Frequency of Meetings

Monthly from February to November with additional meetings as required.

Committees

The following committees have been established as core committees reporting to the ABP Executive. The terms of reference and composition of these committees will be reviewed annually and may be amended or disbanded by the Faculty Executive as required.

- Academic Programs Committee (Chaired by the Deputy Dean)
- Research and Research Training Committee (Chaired by the Associate Dean, Research)
- Engagement Committee (Chaired by the Associate Dean, Engagement)
- Resources Committee (Chaired by the Faculty Executive Director)
- Graduate Studies Committee (Chaired by the Director, Melbourne School of Design)
- Undergraduate Studies Committee (Chaired by the Director, Undergraduate Studies)
- Human Ethics Advisory Group (Chair nominated by the Dean)
- Research Training Committee (Chaired by the Assistant Dean, Research Training)
- Curatorial Committee (Chair nominated by the Dean)
- Occupational, Health & Safety Committee (Chair nominated by the Dean)
- Library Committee (Chair nominated by the Dean)

3.2. Research and Research Training Committee

The Research and Research Training Committee provides advice to the Associate Dean Research and the ABP Executive on the development and refinement of ABP's strategic research agenda, developing local policy and programs in support of ABP's research and research training activities.

The Committee provides oversight of ABP's RHD course selection and scholarship guidelines, processes, and standards; considers the strategic direction and management of research degree programs; and develops capacity and cohort-building activities to support RHD students and staff.

Terms of Reference

The Research and Research Training Committee shall undertake the following functions:

- Oversee the development and promotion of the Faculty's strategic research priorities, ensuring alignment with broader University strategic endeavours, Chancellery and University Services strategies and initiatives, taking into consideration the recommendations of ABP's 2018 Research and Research Training review
- Develop, endorse, and monitor initiatives to achieve ABP's Key Performance Indicators in research, including competitive research grant applications, HERDC Category 2-4 income, publications, collaborative projects, and the generation of research income against internal, external and international benchmarks
- Develop, endorse, and monitor initiatives to improve the quality of research training and research supervision within the Faculty, including local policies relating to higher degree research, RHD supervision requirements, support for research students – particularly regarding timely completion
- Develop, endorse and monitor local policies and programs to foster high quality research outcomes by all academic staff, including early career, mid-career and experienced researchers, and provide advice to Executive on the continued development of research performance
- Develop policies for the award of research scholarships within ABP
- Form working groups to achieve specific goals related to the Research and Research Training portfolio
- Assess applications for acceptance into ABP RHD courses and periodically review completion rates
- Assess applications for RHD scholarships and act as scholarship award committee to decide on the award of Australian Postgraduate Awards, Melbourne Research Scholarships, Melbourne International Fee Remission Scholarships, and, where appropriate, any other stipends and/or awards for RHD candidates
- Ensure applicants are matched with supervisors with appropriate expertise and experience
- Make recommendations to the Associate Dean (Research) on the allocation of ABP Strategic funding to ABP research groups such as Networks and Hubs; and the award of particular RHD scholarships and awards, as required
- Develop principles and guidelines for RHD application assessment to ensure compliance with University and ABP policies and maintenance of rigorous entry standards
- Review and make recommendations on the continuous improvement of both RHD candidate and scholarship selection standards, processes, and procedures
- Consider the introduction of new RHD courses and any major changes to existing courses, pathways, or changes to the policies relating to RHD student selection, scholarship allocation, progress, and supervision
- Develop a program of enrichment activities for RHD students and their supervisors to build cohorts and capacity and maintain a culture of collegiality and support
- Establish, appoint and oversee a Human Ethics Advisory Group for ABP

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

1. Determine internal funding schemes including award and review
2. Consider progress of ABP research groups such as Networks and Hubs including leading review processes
3. Oversight of major research bids,
4. Award of RHD scholarships and admission of RHD candidates, and
5. Recommend other matters as agreed by the Dean and Faculty Executive Committee

Membership

- **Chair** – Associate Dean, Research (or when the chair is unavailable, another member nominated by the chair)
- Assistant Dean, Research Training
- Chair, Human Ethics Advisory Group
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program)
- Manager, Research and Industry
- ABP Graduate Student Representative (elected)
- Senior Business Development Manager
- Associate Dean, Engagement (ex officio)
- Director, Melbourne School of Design (ex officio)
- Dean (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as ABP Librarian, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Four times per year.

3.3. Faculty Academic Programs Committee

Faculty Academic Programs Committee

The Academic Programs Committee provides strategic oversight of the Faculty's learning and teaching activities and supports the Deputy Dean, Director of the Melbourne School of Design, Director of Undergraduate Studies and Director of the Bachelor of Design in setting priorities, developing policy, monitoring coursework teaching standards and ensuring ABP coursework programs align with the ABP Strategic Plan.

Terms of Reference

The role of the Academic Programs Committee is to:

- Develop, implement and monitor strategies leading to high quality and integrated learning and teaching and research activities for the Faculty's coursework programs and subjects
- Oversee all aspects of the design, delivery, and evaluation of ABP coursework programs
- Lead the exploration, implementation and evaluation of new and innovative learning and teaching practices

- Support and implement Academic Board and Chancellery strategies and policies and support University Services in the delivery of a quality student experience
- Develop and oversee the implementation of local policies and initiatives relating to the continuous improvement of learning and teaching
- Monitor the quality of all Faculty learning and teaching activities through course and subject evaluations and course reviews, and ensure that follow-up actions are taken in response to these
- Lead the academic program review process with at least one program being reviewed in depth per annum with recommendations provided to Faculty Executive Committee for final approval
- Contribute to the development of the Faculty workforce plan
- Oversee and monitor enrolments against Student Scenario Model (SSM) targets
- Periodically review support provided to staff and students in the development and delivery of teaching and learning programs of the Faculty and provide recommendations and advice to the Faculty Executive Director
- Provide advice to the Dean and Faculty Executive Committee on any matter that affects provision of learning and teaching within ABP or the achievement of learning and teaching targets in the ABP Strategic Plan
- Contribute to the Faculty risk register and mitigation strategies.

Delegated authority

The committee has authority delegated to it by the Dean to:

1. Respond to Program Advisory Board considerations as they relate to the Faculty's Teaching & Learning programs.
2. Review programs and initiate program changes as appropriate in response to such reviews.
3. Approve actions or initiatives arising from the review of Subject Experience Survey results.
4. Recommend other matters as agreed by the Dean and Faculty Executive.

Membership

- **Chair** – Deputy Dean (or when the chair is unavailable, another member nominated by the chair)
- Director, Melbourne School of Design
- Director, Undergraduate Studies (Director, Bachelor of Design)
- Associate Dean, Teaching and Learning Quality
- Program Coordinators (Pathway Coordinators will act as deputy Program Coordinators where required)
- Manager, Academic Support Office
- Graduate coursework student representative (elected)
- Bachelor of Design or Bachelor of Environments Student Representative (must be enrolled in an ABP major) (elected)
- Dean (ex officio)
- Faculty Executive Director (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)
- AD (Resources) to be invited

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as ABP Librarian, Major Coordinators, Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Six times per year with additional meetings as required.

3.4. Engagement Committee

The Engagement Committee oversees international and engagement matters relating to the Faculty. It also provides the means for strategic and operational oversight of the Faculty's Engagement Strategy.

Terms of Reference

The role of the Engagement Committee is to:

Engagement

- Ensure the strategic alignment of the Faculty's Engagement Strategy and related activities with the University's community engagement plans both nationally and internationally
- Enact the Faculty's Engagement Strategy and monitor progress
- Review and monitor Faculty community engagement activities
- Work with the broader Faculty to identify potential new community engagement opportunities

Marketing and Communications

- Oversee the development and promotion of the Faculty's strategic marketing and communication priorities, ensuring alignment with broader University strategic endeavours, Chancellery and University Services strategies and initiatives, aligning with the Faculty's Engagement Strategy
- Receive applications for branding and make recommendations to the Dean for consideration

International Development and Recruitment

- Ensure the strategic alignment of the Faculty's international activities with the University's International Plan
- Review and monitor Faculty international activities (both onshore and offshore)
- Work with key stakeholders to identify potential new international programs and markets for international students
- Advise on and monitor the implementation of the University and Faculty's internationalisation goals
- Advise on the impact of policies and practices of the Faculty and University on International Students
- Develop appropriate quality assurance measures relating to the Faculty's international programs
- Promote the provision of appropriate support for international students who are enrolled in Faculty programs
- Work closely with Chancellery and University Services (External Relations) to leverage University-wide initiatives
- Advise the Faculty Executive of known or potential risks across the Faculty's engagement and international portfolio

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

1. Endorse annual gallery programming for the Faculty
2. Recommend brand applications for endorsement by the Dean
3. Recommend other matters as agreed by the Dean and Faculty Executive

Membership

- **Chair** – Associate Dean, Engagement (or when the chair is unavailable, another member nominated by the chair)
- Associate Dean, Research
- Director, Melbourne School of Design
- Assistant Dean, International
- Manager (Academic Support Office)

- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program). May also have other sitting members represented on committee
- Manager, Marketing and Engagement
- Faculty Executive Director (ex officio)
- Dean (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)
- Manager, Development
- Senior Business Development Manager

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Finance and Planning, Infrastructure etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Four times per year.

3.5. Resources Committee

The Resources Committee will develop, endorse, and monitor strategies and local policies for the efficient and effective deployment of resources including staffing, facilities, and finances. The Committee supports the Dean and the Faculty Executive Director in optimising the allocation of resources to achieve ABP’s strategic priorities and operational needs. The Resources Committee will set the strategy and policy for all research and academic spaces as well as the platforms in support of the Faculty’s activities.

Terms of Reference

The role of the Resources Committee is to:

- Develop, endorse, and monitor the implementation of local policies and initiatives relating to support, allocation and best use of resources, including people, facilities, and finance
- Developing and monitoring progress of ABP’s People Strategy
- Review and monitor actual and budget revenues and expenditure, workforce plans and regularly (quarterly as a minimum) report to ABP Executive on progress against targets
- Assessing business cases for new projects and initiatives
- Ensure appropriate focus on key elements of ABP operations and their alignment to University planning processes, timelines and budget
- Take account of relevant University resourcing policies and implement reflective mechanisms within the Faculty’s budget and processes
- Provide advice to the Dean, Deputy Dean, Executive Director, or ABP Executive Committee on any matter that effects resourcing within ABP including space
- Consider Library matters as they relate to resources and integration with broader ABP strategy
- Oversee equity and diversity strategy and operations for ABP
- Oversee OH&S for ABP

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

1. Recommend annual budget and forward estimates to Faculty Executive Committee
2. Endorse business cases for new projects and initiatives, to be:

- a. Submitted to Faculty Executive Committee for approval (for Faculty-led initiatives)
- 3. Endorse New Course, New multi-faculty subjects and Major Change proposals in relation to financial, facilities and staffing consideration, to be:
 - a. Submitted to Faculty Executive Committee for endorsement prior to approval by the Academic Board for their approval (for Faculty-owned coursework graduate programs)
- 4. Determine Library Vote for the Faculty
- 5. Recommend other matters as agreed by the Dean and Faculty Executive

Membership

- **Chair** - Executive Director
- **Deputy Chair** – Deputy Dean
- Associate Dean, Research
- Associate Dean, Engagement
- Associate Dean, Resources
- Assistant Dean, Equity and Diversity
- Assistant Dean, IT & Fabrication
- Assistant Dean, Facilities
- Chair, OHS Committee
- Manager, Finance and Planning
- Manager, Human Resources

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)
- ABP Librarian

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Academic Support, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Four times per year.

4. SUBCOMMITTEES

4.1. Occupational Health & Safety Subcommittee

The OHS Sub-Committee oversees the Faculty’s responsibilities for relevant safety and environmental issues and considers new procedures and policies accordingly. It is a consultative forum to the Faculty Executive and monitors and makes recommendations on initiatives to meet the requirements of the OH&S Act and the University of Melbourne’s Environment Management System, and provides advice on effective ways to ensure the health and safety of staff, students, and visitors to ABP.

Terms of Reference

The role of the Occupational Health & Safety Committee is to:

- Provides a health and safety consultative mechanism for management, staff and students to:
 - Facilitate cooperation between management, staff and/or students in instigating, developing and carrying out measures designed to ensure the health and safety of staff and/or students throughout the Faculty
 - Formulate review and disseminate standards, rules and procedures relating health and safety that are to be carried out or complied with throughout the Faculty

- The Committee receives reports concerning environment, health and safety matters.

Membership

- **Chair** – A staff member appointed by the Dean
- **Deputy Chair** – Manager, Finance and Planning
- OHS Coordinator
- Faculty Executive Director (ex officio)
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program)
- Three (3) Elected Employee Health and Safety Representatives
- One (1) ABP Graduate Student representative (elected)
- University Services OHS representative

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Four times per year with additional meetings as required.

4.2. Human Ethics Advisory Group

The primary function of the Human Ethics Advisory Group (HEAG) is to provide preliminary assessment of human research projects submitted by staff and students in the Faculty; and to advise the relevant Human Ethics Sub-Committee (HESC) and the central Human Research Ethics Committee (HREC) on issues pertaining to human research ethics in the Faculty.

Terms of Reference

- Examine proposals which involve the use of humans as participants in the research of staff and students of the Faculty and to advise the HREC and its Sub-Committees on whether the proposals comply with the ethical guidelines adopted by the University and the Human Research Ethics Committee.
- Assess the ethical implications and the academic value including methodology and technical aspects of proposals to be conducted by staff and students of the Faculty prior to submission of the proposal to the appropriate Human Ethics Sub-Committee, in accordance with the policy and procedures adopted by the HREC.
- Consider, approve and keep appropriate records of Project-within-Program proposals, which are derived from Program applications of research previously approved by the Human Ethics Sub-Committees. To report Project-within-Program approvals and forward a signed copy to the HREC.
- Consider, approve and keep appropriate records of Minimal Risk proposals. To report Minimal Risk approvals and forward a signed copy to the HREC.
- Assist and advise the HREC and its Sub-Committees as follows:
 - to ensure that investigators are appropriately qualified to conduct the research including any specific procedures proposed by them in a project;
 - to ensure that proper arrangements are made in accordance with University and HREC policy for security and disposal of confidential data collected in the course of research;
 - to monitor research projects conducted by staff and students of the department in accordance with the National Statement on Ethical Conduct in Human Research and University procedures;

- to keep appropriate records for audit and compliance purposes.
- To provide ethics training for department researchers, supervisors, post-graduate students and HEAG members, including information on the policy and procedures of the University's ethics committees.
- Representatives of HEAG are to attend information sessions and other training seminars provided by the HREC.
- The HEAG must provide an annual report to the HREC on its activities, including:
 - current membership including name of Chair and contact details
 - procedures for consideration of proposals, including details and frequency of meetings
 - procedures for monitoring of projects, including projects being undertaken overseas
 - security of data, conditions of storage, development of protocol for storage, access, disposal
 - ethical problems which may have arisen in relation to conduct of projects, complaints
 - list details of all Project-within-Program applications approved by the HEAG,
 - list details of all Minimal Risk applications approved by the HEAG.
- The Chair and/or other HEAG members are to attend at least one meeting of the relevant Human Ethics Sub-Committee to discuss the HEAG annual report and other issues of common interest.

Method of operation

- The HEAG is to meet regularly during the year to review projects and to discuss general issues relating to the ethical review of research. Minutes, including decisions regarding project approvals made at the meetings, must be recorded, in particular those regarding Minimal Risk or Project-within-Program proposals.
- Where projects are reviewed by circulation between meetings a cover sheet with some record for comments and signatures must be kept. Minimal risk projects which are submitted for approval by the department must be discussed at a meeting of the HEAG and cannot be approved by circulation. Details of discussions at the meeting are to be recorded.
- Members of the HEAG may not review and approve their own research. In such cases another person must review the project and sign HEAG approval.

Proposal types

- Individual research projects. Proposals for research involving human participants forwarded by students or staff in the department should be assessed by the HEAG and forwarded to the appropriate Sub-Committee for consideration, together with the Advisory Group's recommendations or comments, where relevant.
- Program applications. In the case of applications for ethics approval of a program of research, researchers are to complete the program application form and forward it to the HEAG for consideration. HEAG members are to make an assessment of the program with regard to academic merit and ethical implications and then forward to the Sub-Committee the Advisory Group's recommendations any other comments, where relevant.
- Project-within-program applications. In the case of project-within-program applications HEAG members are to make an assessment of the project with regard to academic merit and ethical implications and then, if appropriate, approve the project.
- Minimal Risk projects. In the case of Minimal Risk applications considered eligible for approval by the HEAG, Advisory Group members are to make an assessment of the project with regard to academic merit and ethical implications and then, if appropriate, approve the project. The HEAG may decide that a Minimal Risk application requires a full review by the HREC.

Membership

- **Chair** – academic staff member, appointed by the Dean
- Associate Dean, Research (ex officio)
- At least two (2) members of academic staff
- At least one (1) senior academic staff member (Associate Professor or Professor)
- One (1) ABP Graduate Student representative (elected)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Finance and Planning, Infrastructure, Research & Industry etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly between March and November.

4.3. Research Training Committee

Terms of Reference

The role of the Research Training Committee is to:

- Assess applications for acceptance into the MPhil and PhD study in the Melbourne School of Design
- Develop principles and guidelines for assessment to ensure:
 - Compliance with University and Faculty policies
 - Rigorous entry standards are maintained
 - Appropriate resources are available within the Faculty for successful applicants to complete their proposed research
 - Ensure applicants are matched with supervisors with appropriate expertise and experience
- In so far as it is possible, ensure RHD supervision load is spread among eligible supervisors
- Assess applicants for scholarship scoring and ranking including the award of additional 'DRS' points to scholarship scores
- Act as scholarship award committee to decide on the award of MRS, MIFRS, and, where allowable, other Faculty-based stipends for RHD candidates
- Develop recommendations for the Research Committee on policies and strategies to improve the quality of applications for the MPhil and PhD

Method of operation

- The Research Training Committee is to meet to review applications and to discuss general issues relating to research training. Minutes, including decisions regarding project approvals made at the meetings, must be recorded.
- Members of the Research Training Committee may not review and approve applications for acceptance into the MPhil and PhD study where they are nominated as the supervisor. In such cases other persons must review the application.

Membership

- **Chair** – Assistant Dean (Research Training)
- Associate Dean (Research) (ex officio)
- Manager, Research & Industry

- At least four (4) elected academic staff members (Teaching & Research or Research Only)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Finance and Planning, Infrastructure, Marketing and Communications etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly.

4.4. Curatorial Committee

The Curatorial Committee provides a formally curated approach to event and exhibition programming for the Faculty.

Terms of Reference

The role of the Curatorial Committee is to:

- Provide strategic oversight and structured curation approach to event and exhibition programming emphasising quality and impact, strategic curation of public exhibition programming, and enhanced communications to broader audiences profiling the Faculty’s intellectual capital
- To ensure the strategic alignment of the Faculty’s event and exhibitions program with the University’s Engagement Plan and Faculty strategic objectives
- Consider applications for inclusion and determine the Faculty’s annual program of exhibitions and associated events

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

1. Determine gallery programming for the Faculty (noting annual program to be endorsed by Engagement Committee)
2. Determine guest lecture programming for the Faculty

Membership

- **Chair** - Manager, Engagement and Marketing
- Director, Melbourne School of Design
- Chair of Architecture
- Senior Events and Exhibitions Coordinator
- Senior Events and Exhibitions Officer
- Events and Exhibitions Officer
- One (1) representative from Marketing & Engagement team
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program)
- Associate Dean (Engagement) (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the Faculty to represent specific portfolios and provide their expertise – such as Human Resources, Finance and Planning, Infrastructure etc. calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly.

4.5. Graduate Studies Committee and Undergraduate Studies Committee

4.5.1. Graduate Studies Committee

The Graduate Studies Committee is responsible for oversight of learning and teaching quality and graduate academic coursework offerings in the Melbourne School of Design.

Terms of Reference

The Graduate Studies Committee considers all matters related to the management and administration of graduate programs in the Faculty, including but not limited to:

1. Approving changes to courses and subjects and assessing them for academic rigour, impact on other programs, and compatibility with strategic priorities of the Faculty
2. Monitoring teaching and learning quality in coursework programs, and developing strategies to maintain and improve quality outcomes
3. Reviewing Subject Experience Survey (SES) results for all ABP-taught graduate subjects on a biannual basis, and ensuring that SES feedback is appropriately communicated to students, and providing a continual process of review
4. Coordinating with Undergraduate Studies Committee to ensure program accreditation, including the review of examiner reports and follow up actions required in response to them are undertaken.
5. Overseeing compliance with University policies relating to graduate academic programs, in particular those relating to assessment and results.
6. Referring graduate academic program-related priorities to the Faculty Academic Programs Committee
7. Coordinating with the Graduate Studies Committee to ensure decisions, initiatives and curriculum changes align.
8. Responding to requests from the Faculty Academic Programs Committee and Faculty Executive in relation to any matters relating to graduate teaching and learning.
9. Establishing sub-committees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed.

The Chair may endorse time-critical late course and subject change proposals as determined by the “ABP Course and Subject Changes Governance” table out of session on behalf of the Committee.

Membership

- **Chair** – Director, Melbourne School of Design
- Director, Undergraduate Studies (Director, Bachelor of Design)
- Assistant Dean (Teaching and Learning Quality)
- All Program Coordinators
- Manager, Academic Programs and Teaching Support
- Graduate coursework student representative (elected)
- Deputy Dean (ex officio)
- Faculty Executive Director (ex officio)
- Dean (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent specific portfolios and provide their expertise – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, and calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly between February and November.

4.5.2. Undergraduate Studies Committee

The Undergraduate Studies Committee is responsible for oversight of learning and teaching quality and undergraduate academic coursework offerings in the Faculty of Architecture, Building and Planning.

Terms of Reference

The Undergraduate Studies Committee considers all matters related to the management and administration of undergraduate programs in the Faculty, including but not limited to:

1. Approving changes to Faculty-administered majors and subjects, and assessing them for academic rigour, content overlap, impact on other programs and compatibility with strategic priorities of the Faculty
2. Monitoring teaching and learning quality in Faculty-administered majors of the Bachelor of Design and/or Bachelor of Environments, and developing strategies to maintain and improve quality outcomes
3. Reviewing Subject Experience Survey (SES) results for all Faculty-taught undergraduate subjects on a biannual basis, and ensuring that SES feedback is appropriately distributed to students, and providing a continual process of review to ensure
4. Overseeing compliance with University policies relating to undergraduate academic programs, in particular those relating to assessment and results
5. Monitoring the teach-out of the Bachelor of Environments' Faculty-majors ensuring measures are in place to assist students to complete their course
6. Referring undergraduate academic program-related priorities to the Faculty Academic Programs Committee
7. Coordinating with the Graduate Studies Committee to ensure decisions, initiatives and curriculum changes align
8. Responding to requests from the Faculty Academic Programs Committee and Faculty Executive in relation to any matters relating to undergraduate teaching and learning
9. Establishing sub-committees and ad-hoc working groups as needed and monitor their effectiveness, disestablishing such committees and working groups when no longer needed.

The Chair may endorse time-critical late course and subject change proposals as determined by the "ABP Course and Subject Changes Governance" table, out of session on behalf of the Committee.

Membership

- **Chair** - Director, Undergraduate Studies (Director, Bachelor of Design)
- Director, Melbourne School of Design
- Assistant Dean (Teaching and Learning Quality)
- All major Coordinators
- Manager, Academic Programs and Teaching Support
- Bachelor of Environments or Bachelor of Design student representative (from an ABP major) (elected) noting that the Bachelor of Environments is being taught out from 2017
- Deputy Dean (ex officio)

- Faculty Executive Director (ex officio)
- Dean (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent specific portfolios and provide their expertise – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, and calling on expertise across University Services and Chancellery as appropriate.

Frequency of Meetings

Monthly between February and November.

4.6. Library Committee

Terms of Reference

The Library Committee provides advice to the Faculty and University Services on branch, undergraduate (Bachelor of Environments and Bachelor of Design), graduate and Faculty library matters. It also acts as a forum to discuss strategic operation and direction of the Faculty library, this includes reporting on Faculty library materials budget, services and operation; accommodation and equipment needs for the library.

Delegated authority

The committee has authority delegated to it by the Dean to do the following:

- Determine the Library Materials Budget for the Faculty (noting annual program to be endorsed by Engagement Committee)

Membership

- **Chair** – A staff member appointed by the Dean
- Graduate coursework student representative (elected)
- Graduate Research student representative (elected)
- Undergraduate coursework student representative (elected)
- Nominee from each of the six programs of ABP (noting that this option will be offered to program areas on a bi-annual basis but may not be taken up if elected by the program). May also have other sitting members represented on committee
- Two Library staff
- Faculty Executive Director (ex officio)

In attendance:

- Executive Officer (as appointed by Faculty Executive Director)

As required the Chair will extend invitations to ABP staff and those external to the discipline to represent specific portfolios and provide their expertise – Academic Support Office, Human Resources, Finance and Planning, Marketing and Communications, sessional academic staff etc. and calling on expertise across University Services

Frequency of Meetings

At least once per year.